

**Jefferson County
Position Description**

Name:		Department:	Highway
Title:	Highway Worker	Pay Grade:	4
FLSA:	Non-exempt		
Date:	March 2015	Reports To:	Patrol Superintendent Operations Superintendent Heavy Maintenance Superintendent

Purpose of Position

The purpose of this position is to perform a variety of road maintenance, repair and construction tasks to maintain safe Jefferson County roadways for the traveling public.

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Operates a variety of light road maintenance and construction equipment and tools to perform road surface and shoulder maintenance such as paving, shouldering, grading, sweeping, sealcoating, patching, snow removal and drift control, and de-icing applications.
- Performs shoulder to right-of-way maintenance such as removing debris and hazards, cutting brush and trees, mowing roadsides, and vegetative management.
- Inspects, installs, replaces and maintains culverts and drainage.
- Maintains, repairs and replaces roadside structures such as guardrails, road markings, bridge decks, snow and security fences, and signs.
- Performs routine, preventative maintenance and cleaning of vehicles and equipment. Monitors equipment operating condition, identifies concerns and reports issues to supervisors.
- Transports heavy equipment and loads/hauls materials to jobsites.
- Conducts traffic control, establishes work zones and signage, and flags traffic.
- Assists in clean-up of hazardous spills, accident scenes, and natural disasters.
- Assists bridge crews, sandblasts bridges, and sets up/finishes concrete.
- Performs facility buildings and grounds maintenance and custodial tasks.
- Interacts with general public and property owners.
- Adheres to and promotes safety as a priority in the workplace.
- Demonstrates dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.

- Performs other duties as assigned or may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Operates a variety of heavy equipment including E1 equipment (backhoe, grader, dozer, paver, chip spreader and shoulder machine) and E2 equipment (roller, loader-backhoe, end loader, drill truck operator, hi-lift operator).

Minimum Training and Experience Required to Perform Essential Job Functions:

High school diploma with a minimum of two-three years' experience in road maintenance/construction and truck driving or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Class A commercial driver's license required.

Other Requirements:

Training: Ongoing safety training required.

Physical: Ability to operate equipment and machinery requiring complex and rapid adjustments. Ability to climb and lift, push, pull a minimum of 50 pounds. Ability to work long hours in extreme conditions.

Work Environment: May work with chemicals and fumes. May be required to work outdoors in extreme seasonal weather conditions and hazardous conditions.

Hours of Work: Typically works weekdays. On-call weeknights and weekends required.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date